

## **APPENDIX E**

### **LATE INVOICE SUBMISSION REQUEST**

## LEC/LGA LETTERHEAD

Date:

To:

DHS County-Based MAA Chief  
DHS School-Based MAA Chief

From:

LEC Coordinator (include Region) or  
LGA Coordinator (include County)

Subject:

Late Invoice Submission Request

Claiming Unit: \_\_\_\_\_  
\_\_\_\_\_

Invoice Number:

We are requesting delayed submission of our invoice for:

Fiscal Year: \_\_\_\_\_ Quarter: \_\_\_\_\_

The reason the invoice will not be submitted in a timely manner is: \_\_\_\_\_  
\_\_\_\_\_

The following steps will be taken to ensure that future invoices are submitted timely:  
\_\_\_\_\_

The invoice will be sent to DHS on: \_\_\_\_\_  
Date

Please contact me if you have any questions or require further information at  
\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
LEC/LGA Coordinator

